

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF DELAWARE**

VACANCY ANNOUNCEMENT

POSITION: Judicial Law Clerk - Temporary - NTE 9/30/05 (subject to funding)

ANNOUNCEMENT #: 05-03

LOCATION: 824 Market Street, Wilmington, Delaware 19801

TOUR OF DUTY: Full-time, Monday through Friday, 8 a.m. - 5 p.m.

SALARY/ TARGET GRADE:

Salary dependent upon level of appointment. JSP 9/01 through JSP 11/01: \$36,478 - \$44,136 (depending on experience and qualifications).

OPENING DATE:

1/06/05

CLOSING DATE:

When filled

POSITION OVERVIEW:

This temporary clerkship position is appointed for one year and one day and is currently funded through 9/30/05. Continuation will be subject to availability of funding. Duties include review of case files and pending matters, preparation for trials and hearings, and attendance at hearings, trials and conferences. Clerks conduct legal research and draft memoranda, orders, and correspondence. Also, assist judge with drafting, editing, proofreading and cite-checking opinions. Responsible for chambers administration and library maintenance as well as some case management monitoring duties.

QUALIFICATIONS:

Candidates must be law school graduates (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree), and must have the following experience:

<u>JSP Grade Level</u>	<u>Years of Legal Work Experience</u>	<u>Bar Membership Required</u>
9	0	No
11	1	No

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Strong academic credentials and excellent research, analytical, and writing skills desired. Course work or experience in bankruptcy or commercial law helpful. Candidates should possess strong communications skills and must be able to interact effectively with the local bar, Clerk's Office

employees, and Chambers staff. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required. PC proficiency, including Microsoft Office, required - the Court has instituted electronic case management and case filing is "paperless".

BENEFITS:

This position is temporary and therefore not eligible for all benefits normally available to employees in a full-time position. Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this temporary position the incumbent will be entitled to some but not all of the same benefits as other federal government employees. Some of the benefits are:

A minimum of 10 paid holidays per year.
A choice of medical coverage from a variety of plans.
Life insurance options.
Paid annual and sick leave.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

INFORMATION FOR APPLICANTS:

Submit cover letter with salary requirements and resume to: Human Resources 05-03, United States Bankruptcy Court, District of Delaware, 824 Market Street, Wilmington, DE 19801. **No phone calls will be accepted.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein. The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts. Employees of the U.S. Bankruptcy Court are accepted, at will appointments; and therefore, are not subject to the rules and regulations of federal competitive service.

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered. Applicants invited for an interview will be subject to a criminal background and reference check.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. Bankruptcy Court for the District of Delaware is an Equal Opportunity Employer.